

Updated: 5/1/18

Thank you for your interest in the FY19 MBA Dementia Grants Request for Proposals (RFP). The last date this frequently asked questions (FAQ) file will be updated is May 7, 2018.

April 16, 2018

The sample contract includes two sections 13 – one in which intellectual property rights belong to the state and one where they belong to the grantee. Which section will be included in the contract? If it's the first one with intellectual property belonging to the state, is there space to negotiate that section?

[Answer: For those proposals selected, this section is negotiated with the grantee.](#)

April 17, 2018

What assistance is available to help with the grant?

[Answer: A set of Resource Advisors are listed on Page 10 of the RFP. The RFP is written with the intention that respondents would not require additional assistance to create a submission.](#)

April 19, 2018

We want to use a cultural consultant, do we have to hire the listed consultants or find our own consultant?

[Answer: You do not have to hire the MBA Cultural Consultant. You are free to find your own consultant. Please note that staff and consultants delivering dementia education, memory screening or caregiver services must have completed relevant dementia coursework as prescribed by MBA or show proof of prior completion \(complete the Knowledge Capture Form\).](#)

April 19, 2018

Is there a minimum number of hours that you must hire a cultural consultant?

[Answer: No.](#)

April 20, 2018

Are there instructions for getting a DUNS number in the materials?

[Answer: If a responder does not have a DUNS number, a number may be obtained from the D&B by telephone \(currently 866-705-5711\) or the Internet \(currently at <http://fedgov.dnb.com/webform>\). The responder must have a DUNS number before their response is submitted.](#)

April 20, 2018

Will use of equipment or materials for paid caregivers in addition to non-paid caregivers

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disqualify the applicant?

Answer: This grant is focused on non-paid caregivers (family, friends and neighbors caregiving) so we would not expect a request for dollars to help for paid caregivers.

April 20, 2018

How do you title this grant?

Answer: You choose the name for your program – it depends on your focus area. When transmitting your email the subject line must read: FY 2019 MBA Dementia Grant Response <insert applicant name>.

April 20, 2018

Can you bring up the slide with the available responders again?

Answer: I believe you mean the “Resource Advisors” on Pg. 25.

April 20, 2018

What is a DUNS number and where does one look for further information.

Answer: The Data Universal Numbering System (DUNS) number is the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. If a responder does not already have a DUNS number, a number may be obtained from the D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>). The responder must have a DUNS number before their response is submitted.

April 20, 2018

Can multiple CHBs apply jointly? For example, The City of Richfield contracts all public health work to Bloomington. Bloomington could be the fiscal agent with work focused in one or both communities.

Answer: Yes.

April 20, 2018

Is there a place where we can go to see previously submitted grants?

Answer: No. There is a synopsis of the grants in the news releases from past years and in the annual Legislative Report. You might consider reaching out directly to a grantee and make a request to see their grant.

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On the earlier "Title questions" – was the question for the Responder's Information Declaration Form – when typing in the name of the RFP it does not all show up.

Answer: Testing at the Grant Manager's office indicates that the phrase "FY19 MBA Dementia Grant" fits into the form box. Check with your IT Solutions staff.

April 20, 2018

Can funding be used for paid direct care/Adult Day stay so that the caregiver can attend support groups or caregiver consulting?

Answer: Yes.

April 20, 2018

When you mention information is on the website, what website do you mean – MBA or the state?

Answer: The official website for the MBA Dementia Grant is [here](#).

April 20, 2018

Do we get an acknowledgment when you receive the grant?

Answer: Yes.

April 25, 2018

Was the webinar taped and if so, is there is a link to it? If not, do you know if there is a PowerPoint presentation that is available?

Answer: Yes, the webinar was taped and is expected to be available on the website by May 2, 2018. This is the link: [Play recording](#) (46 min 51 sec)

April 25, 2018

Should I include the 2019 Age and Disabilities Odyssey registration, Meeting of the Minds Dementia Conference registration and MDH Community Health Conference registration costs in the 2019 dementia budget?

Answer: The FY19 MBA Dementia Grant period is August 1, 2018 thru July 31, 2019. A budget submission should estimate any costs related to the proposed project based on expense(s) incurred during the grant period.

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April 26, 2018

Although I have written for grants in the past, I wonder if I am too late now to hope that I might submit an acceptable grant application by the May 13 deadline.

Answer: RFP Pg. 26. The RFP response must be emailed and received by 4:00 p.m. Central Time on Friday, May 11, 2018. Applicants must determine whether there is sufficient time to complete a response.

April 27, 2018

Would it be possible to get a link to the recording (if this exists) of the informational webinar held April 20, 2018?

Answer: Yes, the webinar was taped and is expected to be available on the website by May 2, 2018. This is the link: [Play recording](#) (46 min 51 sec)

April 27, 2018

For the Evaluation Plan portion of the proposal, does the evaluation need to be conducted by a person unrelated to the proposal or can this be conducted by the proposal's principal investigators? If a third party evaluator is required, could you expand on the requirements for this role?

Answer: The RFP is written with the intention that respondents would not require additional assistance to create a submission. The proposal's principal investigator may conduct the evaluation. There are no requirements for the evaluator role.

April 27, 2018

Regarding the budget, it doesn't appear that indirect or "overhead" costs are allowed. I can see how building space rental and utilities costs are allowed, but there appears to be no general category for a set indirect costs (percentage of direct costs). Can you confirm that this is true?

Answer: It is true that indirect costs are not reimbursable. However, if the applicant wishes to use indirect costs as part of the match it can be for that part of the match that is not able to be represented in other budget categories. A copy of the letter or other document from the authority providing the rate will be required.

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April 27, 2018

Page 11 of the RFP includes the following statement: "Staff delivering dementia education, screening services or caregiver services must complete the oe training related to these topics or show proof of prior completion (complete the Knowledge Capture Form)." Could you clarify what is meant by "oe training"?

Answer: The "oe" was a typographical error. It is meant to say "online training."

April 27, 2018

While I realize that there are no guarantees, are there likely to be additional rounds of this or similar funding in future years?

Answer: Pending future Legislature appropriations we anticipate future RFPs for local and regional dementia grants.

April 27, 2018

In section 7 of the RFP for the budget, there isn't a page limit stated but it asks for a narrative. Is it acceptable to have the explanation of each budget item in the budget spreadsheet or do we need to write a narrative section in addition to the budget spreadsheet?

Answer: Past respondents have used both methods – either is acceptable as long as you do not exceed the proposal page limit.

April 27, 2018

We are partnering to create a new model of support and services for persons with dementia and their family caregivers- what are some key strategies from the State's perspective in this model that would address significant service gaps and needs?

Answer: On Pg. 25 of the RFP Resource Advisors are listed who can provide valuable information about service gaps, suggestions concerning program concepts, etc. You may also wish to review the material being gathered by the [Alzheimer's Disease Working Group website](#).

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April 27, 2018

We will be utilizing and engaging Cultural Consultants as a key strategy as part of our model. How would you best see them fully engaged and integrated into this model?

Answer: MBA Cultural Consultants have a wide range of professional backgrounds as well as personal experience with dementia. A sampling of their knowledge, skills and interests can be found in their biography at: culturalconsultants.com

Sample services include but are not limited to:

- Help bridge communication gaps re: cultural issues with internal and external audiences
- Offer unique presentations and education regarding cultural norms and values for service providers, healthcare staff, local businesses, emergency personnel, etc.
- Create culturally appropriate outreach efforts and facilitate community engagement
- Help navigate appropriate resources and connections to build trust with the client, family and community
- Assist in understanding barriers of standardized memory screening tools and alternatives
- Assist with culturally appropriate program and service planning, including sensitive dementia services for persons with memory loss and those providing care
- Deliver culturally appropriate dementia education and presentations to cultural members, including youth, and in community college or other arenas serving ESL students
- Offer Insights and wisdom to avoid mistakes and missteps with cultural communities
- Support the transformation of your organization to a fully inclusive environment

Applicants are encouraged to be innovative in ideas of how to engage and integrate the MBA Cultural Consultants into their model based upon the target population, program focus, skill needs, etc.

April 27, 2018

What are some of the dementia caregiver training, resource, counseling and referral gaps that the State has identified?

Answer: On Pg. 25 of the RFP Resource Advisors are listed who can provide valuable information about service gaps, suggestions concerning program concepts, etc. You are not limited to Minnesota programs. It may be informative to also research nationally and internationally for other promising models such as at the American Society on Aging website.